



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 20, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROPRIATION ADJUSTMENT TO TRANSFER WORKPLACE
RETRAINING FUNDS APPROVED
IN BARGAINING FOR EMPLOYEES REPRESENTED
BY LOCAL 660 (3-VOTE)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve an appropriation adjustment transferring \$332,000 from the Department of Human Resources' Local 660 Labor Management Training Fund to specified departments to implement training programs for employees represented by Local 660 as approved in bargaining and by the SEIU Local 660 Labor-Management Committee.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This Office and the Local 660 Joint Labor-Management Training Fund Committee have identified and approved training programs that require budgetary actions by your Board before the end of the Fiscal Year 2002-03. This letter reflects recommended funding allocations to the following departments:

Department/Budget Unit	Description of Program	Amount
Auditor-Controller	Time Management Skills; Character Based Leadership; Supervision Training	\$37,000
Consumer Affairs	Business Writing Solutions; How to Make the Most of Your Workday; Basic Spanish for Professional in the Workplace; Enhancing Oral Presentation Skills	\$27,000
Martin Luther King-Drew Medical Center	Staff Development Conference	\$51,000
Mental Health	Customer Service Training; Transfer of Learning to Improve Business Writing Skills	\$33,000
Parks & Recreation	Ground Maintenance Management; Priority Management; Database Training for Network Upgrade; Playground Safety Certification Course & Exam; Portable Sound System and Wireless Microphones	\$96,000
Probation	Gaining Control of Your Workday; Gaining Control of Writing on the Job	\$20,000
Public Social Services	Supervision Training	\$68,000
TOTAL		\$332,000

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Funding for these programs is **consistent** with Countywide Strategic Plan objectives related to Workforce Excellence. Management and the SEIU Local 660 Joint Labor-Management Committee recognize the importance of training and career development of employees within the Unit in order to have a stable, highly qualified and effective workforce in the delivery of services to the public.

FISCAL IMPACT/FINANCING

This recommendation will effect the transfer of \$332,000 approved in the Fiscal Year 2002-03 Adjusted Allowance to identified departments for implementation of training programs approved by the SEIU Local 660 Joint Labor-Management Committee.

Funding for this recommendation is available from the Department of Human Resources' Local 660 Labor Management Training Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On December 19, 2000, your Board approved the Memoranda of Understanding, Article 47, with SEIU Local 660, which authorized \$1.5 million for Workplace Retraining fund activities. The funding is allocated in the following program areas, and managed by Joint Labor-Management Committees:

- **Workplace Retraining**
- Clerical, Supervisory **Clerical and Office Services**
- Office Ergonomics

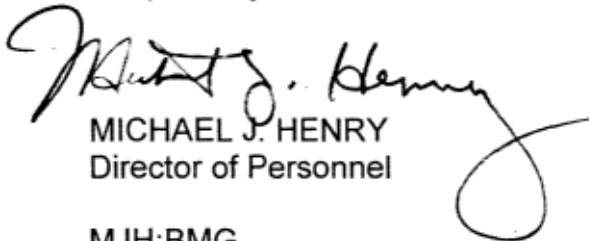
The primary purpose of these funds is to provide retraining for employees adversely affected as a result of organizational restructuring and/or reengineering ordered by the Board of Supervisors. In addition, these parties agreed that the Joint Labor-Management Committee may utilize all, or any portion of, the training funds to provide training to enhance skills, and career development for employees in specific bargaining units represented by SEIU Local 660.

The purpose of this appropriation adjustment is to allocate funding to the specified departments to train and/or retrain employees represented by Local 660 as previously specified.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this recommendation would allow your Board to provide training and/or retraining to employees represented by Local 660 as previously specified.

Respectfully submitted,



MICHAEL J. HENRY
Director of Personnel

MJH:BMG
GCJ:EPG:sjc

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller
Consumer Affairs
DHS MLK-Drew Medical Center
Mental Health
Parks & Recreation
Probation
Public Social Services

REQUEST FOR APPROPRIATION ADJUSTMENT NO.

HUMAN RESOURCES

May 20, 2003

AUDITOR-CONTROLLER

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

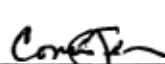
ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2002-033-VOTESEE ATTACHED FOR DETAILSJUSTIFICATION

The purpose of this appropriation adjustment is to allocate funding to the specified departments to train and/or retrain employees represented by SEIU Local 660.


 MICHAEL J. HENRY, DIR OF PERSONNEL

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR—	ACTION	APPROVED AS REQUESTED <input checked="" type="checkbox"/>	AS REVISED
<input checked="" type="checkbox"/>	RECOMMENDATION	MAY 8 2003	Robert L. Muench CHIEF ADMINISTRATIVE OFFICER
AUDITOR-CONTROLLER BY 	APPROVED (AS REVISED): BOARD OF SUPERVISORS	20	
NO. 237	MAY 8 2003	BY	DEPUTY COUNTY CLERK

**BUDGET ADJUSTMENT
HUMAN RESOURCES DEPARTMENT
LOCAL 660 TRAINING FUNDS
FISCAL YEAR 2002 – 2003**

(3 VOTE)

SOURCES:

**DEPARTMENT OF HUMAN
RESOURCES**
SERVICES AND SUPPLIES
AOI-HM-1 1201-2000

332,000

SOUTHWEST AREA

OPERATING SUBSIDY-GENERAL
FUND
MN5-HH-60030-9912

51,000

TOTAL

383,000

USES:

AUDITOR CONTROLLER

SERVICES AND SUPPLIES
AO1 -AU-i0700-2000

37,000

CONSUMER AFFAIRS
SERVICES AND SUPPLIES
AOI-BS-i 9100-2000

27,000

MENTAL HEALTH
SERVICES AND SUPPLIES
AOI-MH-20500-2000

33,000

PARKS AND RECREATION
SERVICES AND SUPPLIES
AOI-PK-27640-2000

96,000

PROBATION
SERVICES AND SUPPLIES
AOI-PB-i7390-2000

20,000

PUBLIC SOCIAL SERVICES
SERVICES AND SUPPLIES
AOI-SS-25900-2000

68,000

**ENTREPRISE SUBSIDY-
SOUTHWEST**
OPERATING TRANSFER OUT

51,000

AOI -AC-2 1226-6100

SOUTHWEST AREA
SERVICES AND SUPPLIES
MN5-HH-60030-2000

51,000

383,000